



DEPARTMENT OF THE NAVY

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
1803 DOOLITTLE AVENUE
FORT WORTH TX 76127-1803

COMNAVRESREDCOMREG11INST 5530.1D

N4

10 JUN 1998

COMNAVRESREDCOMREG ELEVEN INSTRUCTION 5530.1D

Subj: PHYSICAL SECURITY

Ref: (a) OPNAVINST 5530.14B
(b) COMNAVRESFORINST 5500.3A
(c) Navy Lock and Key Control Guide (Ashore) Jun 88
(d) OPNAVINST 5510.1H
(e) SECNAVINST 5500.4G (MLSR)

Encl: (1) Security and Emergency Procedures
(2) Format for Letter of Designation for Physical Security Officer

1. Purpose. To establish policy, provide guidance, and assign responsibility for crisis management and physical security of property and materials assigned to naval Reserve activities.

2. Cancellation. COMNAVRESREDCOMREG11INST 5530.1C

3. Scope. Emphasis on increasing alertness to physical security of naval installations extends to all units and naval Reserve activities in the region.

4. Responsibilities. References (a) and (b) establish physical security as a command responsibility. Each Reserve center will form a Physical Security Review Committee (PSRC) and Loss Prevention Subcommittee (LPS) and maintain the meeting schedule required by reference (a). Unit commanding officers or their designated representatives are encouraged to participate in these meetings. Additionally, Appendix VII to reference (a) provides guidance in the development of Physical Security and Crisis Management Plans. COMNAVRESREDCOM REG ELEVEN plans are provided in enclosure (1). Per references (a) and (c), Key Control Officers, Custodians, and Subcustodians will be assigned and carry out their duties. Reference (d) provides requirements for security container combination maintenance.

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5. Policy. Our policy is to increase the level of security consciousness, to safeguard personnel, and to protect equipment and facilities against a variety of threats and crisis situations.

6. Action. Each Naval Reserve center will designate a Command Physical Security Officer in writing using the format shown in enclosure (2). RESCENS designated as tenant commands may participate in their host command's PSRC and LPS activities. Maintaining copies of the minutes of these meetings will fulfill the requirements of reference (a). Addressees are directed to establish an ongoing training program to ensure that all personnel are aware of their responsibilities. Requirements of references (a) through (c) must be met. Additionally, Missing, Lost, Stolen, or Recovered property is to be reported immediately to COMNAVRESREDCOM REG ELEVEN (N4) per references (a) and (e).

7. Reports. Reference (a) contains an Annual Physical Security Survey that is to be completed annually by each NAVRESCEN. Forward a copy of this survey to COMNAVRESREDCOM REG ELEVEN (N4) annually by 1 July.



U. L. NOLEN

Distribution: (COMNAVRESREDCOMREG11INST 5216.1P)

List 3-1 (COMNAVRESFOR (N01A2))

3-2

SECURITY AND EMERGENCY PROCEDURES

I. BOMB THREATS

1. Personnel must be familiar with the basic measures for handling bomb threats. Military activities continue to be prime targets with the increases in technology and advancement in mass media coverage. Threats are usually conveyed by telephone, and although most are false reports, there exists a very real possibility that terrorist involvement will result in an actual bomb.

2. There exists no absolute method to prevent actions by individuals or groups resolved on malicious intent to gain access to an installation and inflict damage. Therefore, it is imperative that emergency procedures be developed and implemented in advance of such an incident occurring. All personnel shall become familiar with the NSG Bomb Data Program contained on the next page of this instruction.

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NSG BOMB DATA PROGRAM

PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. When was it placed?
7. Did you place the bomb?
8. Why?
9. What is your address?
10. What is your name?

EXACT WORDING OF THE THREAT:

SEX OF CALLER: _____ RACE: _____

AGE: _____ LENGTH OF CALL: _____

NUMBER AT WHICH CALL IS RECEIVED: _____

TIME: _____ DATE: ____/____/____

BOMB THREAT**CALLER'S VOICE:**

_____ Calm	_____ Nasal
_____ Angry	_____ Stutter
_____ Excited	_____ Lisp
_____ Slow	_____ Raspy
_____ Rapid	_____ Deep
_____ Soft	_____ Ragged
_____ Loud	_____ Clearing throat
_____ Laughter	_____ Deep breathing
_____ Crying	_____ Cracking voice
_____ Normal	_____ Disguised
_____ Distinct	_____ Accent
_____ Sturred	_____ Familiar

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

_____ Street noises	_____ Animal noises
_____ Crockery	_____ Clear
_____ Voices	_____ Static
_____ PA system	_____ Local
_____ Music	_____ Long Distance
_____ House noises	_____ Booth
_____ Motor	Other _____
_____ Office machinery	_____
_____ Factory machinery	_____

THREAT LANGUAGE:

_____ Well spoken	_____ Incoherent
_____ (educated)	_____ Taped
_____ Foul	_____ Message read by
_____ Irrational	threat maker

REMARKS: _____

Report call immediately to: _____

Phone number: _____

Date: _____ Name: _____

Position: _____ Phone: _____

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II. LOSS PREVENTION

1. The following property is highly susceptible to theft and pilferage, and is prioritized by likelihood of loss:

a. Audiovisual equipment - including projectors, televisions, video cassette recorders and tape recorders/players.

b. Portable office equipment - includes typewriters and calculators.

c. Computers - includes peripheral equipment.

d. Portable electronic and electric test equipment.

2. The Commander (or Deputy Commander if Commander is Selected Reserve) is responsible for property accountability at the headquarters. Subcustody for pilferable items that are government-owned will be assigned to the department head or individual responsible for the areas where the items will be most used. A signature of the subcustodian on a Custody Record (CEIS) will be obtained and maintained for each item of plant property and for minor property items determined to be highly pilferable. The Logistics Department will be responsible for maintenance of custody records and to conduct necessary inventories as required. All property will be routinely inspected during normal operation and, as a minimum, during required inventory cycles.

3. All losses or suspected losses of property will be reported immediately to the Physical Security Officer; the Missing, Lost, Stolen, and Recovered (MLSR) Coordinator; and the Logistics Department. The Physical Security Officer will then notify the Commander/Deputy Commander.

4. An immediate internal investigation of a loss or suspected loss will begin upon notification of the Physical Security Officer. The subcustodian of the item and all personnel who may have knowledge of the missing item will be interviewed concerning its possible location.

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If the item cannot be immediately located, use reference (e) to prepare an M-L-S-R report, and notify appropriate investigative authorities, i.e., NCIS, local police. An appropriate survey will be conducted to expend the item from custody records. Other appropriate punitive and/or administrative measures will be taken as a result of the survey action.

5. All personnel assigned will take an active part in ensuring the property of the command is protected against loss and that all suspected losses are reported. The Physical Security Officer and the M-L-S-R Coordinator are responsible for official loss reporting, review, investigative requests and liaison.

6. All losses, inventory adjustments and property surveys will be reported and made in a timely manner per reference (a).

7. Individuals found responsible and liable for losses will be subject to appropriate legal, disciplinary and administrative procedures.

8. All records of loss of government and personal property, including action taken, will be retained until completion of the next command inspection cycle, or a minimum of two years, whichever is greater.

III. CIVIL DISTURBANCES

1. Outside Navy Property

a. Report all civil disturbances endangering naval property or personnel to the civil authorities (Grand Prairie Police: 911 or 660-9090).

b. Movement of naval personnel outside the facility should be kept to a minimum consistent with the threat.

c. Use of naval personnel is not anticipated and will not be carried out without permission from the CNO/CMC crisis team

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unless the emergency situation requires immediate action to prevent serious bodily harm or extensive property damage.

2. Inside Navy Property

a. When persons not subject to the Uniform Code of Military Justice commit or are suspected of committing an offense, they may be kept under restraint pursuant to U.S. Navy Regulations, 1990, Article 0915.

b. Civilians who are taken into custody on Navy property are not arrested, but detained and turned over to appropriate civil authority.

c. Report all unusual visitor activity to the Staff Duty Officer (SDO).

IV. EMERGENCY WEATHER CONDITIONS

1. Action must be taken to limit damage to naval property and prevent personal injury from destructive weather. Maximum use of information from U.S. and local storm detection facilities will be used to take appropriate action.

2. Weather conditions throughout the year often include severe thunder storms and the threat of tornadoes. The Naval Air Station Quarterdeck will keep all tenant commands informed of current weather conditions.

V. ALERT CONDITIONS

1. The Uniform System of Alert Conditions (LERTCON) is discussed in detail in reference (a).

2. Upon receipt from higher authority of an increase in LERTCON or military readiness, the SDO will:

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- a. Notify the Commander/Deputy Commander, Chief Staff Officer, the Mobilization Officer and the DPO.
- b. Proceed to COMNAVRESREDCOM REG ELEVEN and await further orders.

VI. KEY AND LOCK CONTROL PROGRAM

1. Keys assigned to COMNAVRESREDCOM REG ELEVEN spaces will be located in the key locker located in the Logistics and Maintenance Department. Access will be restricted to personnel authorized by the Physical Security Officer or other appropriate authority.
2. Combinations to security containers shall be changed only by personnel cleared for the highest level of classified material in the container. Combinations shall be changed under any of the circumstances as directed in reference (d).
3. Keys checked out through the Key and Lock Control Program do not become personal property; only the Physical Security Officer may authorize copies of keys to be made.

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FORMAT FOR LETTER OF DESIGNATION FOR PHYSICAL SECURITY OFFICER

5530

Ser 00/

(Date)

From: Commander/Commanding Officer, (Issuing Command)

To: (Rank, name & branch/class of service)

Subj: DESIGNATION OF PHYSICAL SECURITY OFFICER

Ref: (a) OPNAVINST 5530.14 (series)

1. Per reference (a), you are hereby designated Physical Security Officer for this command.
2. You will ensure that you are familiar with the contents of reference (a) and knowledgeable of the duties specified in paragraph 0111.

Commander/Deputy Commander

or

RESCEN Commanding Officer

Copy to:

COMNAVRESREDCCM REG ELEVEN (N4)

Service Record

Encl (2)

COMNAVRESREDCOMREG11INST 5530.1D

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SAMPLE ANNUAL PHYSICAL SECURITY SURVEY SUBMISSION

5530

Ser 00/

(Date)

From: Commanding Officer, (Name of Activity)
To: Commander, Naval Reserve Readiness Command, Region Eleven
(N4)

Subj: ANNUAL PHYSICAL SECURITY SURVEY SUBMISSION

Ref: (a) OPNAVINST 5530.14 (series)
(b) COMNAVRESFORINST 5530.1C
(c) COMNAVRESREDCOMREGELEVENINST 5530.1D

Encl: (1) 19__ Physical Security Survey Checklist for (Name of
Activity)

1. Per references (a) through (c), enclosure (1) is submitted.

COMMANDING OFFICER

Encl (3)

